

Regulation
No. 600-1-3

24 September 1984

Personnel - General
POD SPONSORSHIP PROGRAM

1. PURPOSE. This regulation establishes guidance for the Pacific Ocean Division Office Sponsorship Program.

2. APPLICABILITY. The sponsorship program applies to all CONUS and OCONUS Civilian employees reporting for duty to Hawaii for the first time. Sponsorship tasks are considered official duty for pay purposes.

3. OBJECTIVES. Sponsor Program

a. This program will:

(1) Assist new employees and their dependents in establishing themselves at their new duty stations.

(2) Assist and guide new employees while they adjust to the new work environment.

b. Through this program, POD seeks to create a favorable attitude toward the organization.

c. Prompt and continuous communication with a sponsor is helpful to incoming employees and their families in PCS moves. The sponsor can provide needed information on housing; schools; household goods to ship; vehicle restrictions; and the availability of medical, dental, and recreational facilities.

d. The exchange of letters and phone calls between the incoming employees and a sponsor can reveal and resolve potential problems that could otherwise cause hardship to the incoming employee.

e. Top level managers, supervisors and sponsors must understand that sponsorship is a people program which they all have an obligation to support.

4. EXPLANATION OF TERMS.

a. Sponsors: Individuals designated by name at Pacific Ocean to assist incoming employees and their families in making a smooth transition into the organization and community environment.

5. RESPONSIBILITIES AND PROCEDURES.

a. US Army Civilian Personnel Office, Hawaii (CPOH) will be responsible for the following:

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- (1) Official notification of selected employee (select message)
- (2) Aloha letter
 - (a) Rental Data Sheet
- (3) Processing packet (to processing Personnel Office) to include the following:
 - (a) Living and Working Conditions in Hawaii
 - (b) Land of Aloha
- (4) Sponsor checklist (to selecting supervisor/sponsor)
- (5) In processing at CPOH
 - (a) Temporary Quarters and Subsistence Expense information (if applicable)
 - (b) Personal Property/POV Information Sheet

b. Supervisors and managers will be responsible for the following:

- (1) Appointing sponsors for incoming employees within two workdays after notification of employee job acceptance. Sponsors should
 - be in a grade equal to or higher than that of the incoming employee
 - be in the same occupational area
 - be familiar with the organization and geographical area
- (2) Assuring that sponsorship duties take on a sufficient level of importance by allowing the sponsor ample time away from work to be of assistance to the new employee.
- (3) Assuring that new employees are not required to work overtime or perform TDY until permanent housing is found or 30 days has elapsed since PCS.

6. SPONSOR. The sponsor will:

- a. Forward a welcoming letter to the incoming employee. An example of a welcome letter suggesting the types of information to be included is attached at Appendix A. This letter is only an example and should be amended by the sponsor. The letter will include the sponsor's duty address and telephone number and as a minimum should include the following information:

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(1) A copy of Appendix B (Suggested List for Luggage) and Appendix C (Suggested Items for Hold Baggage).

(2) The availability of housing and rentals - classified section of local newspaper.

(3) The length and cost of the pet quarantine period. (120-day quarantine upon arrival in Hawaii. Approximate cost for a dog is \$466 and a cat is \$412. These are not considered reimbursable expenses.)

(4) Notification to the employee that he/she will be met at the airport, and if requested, be provided transportation to temporary quarters.

(5) That POV shipping time from the East/Gulf Coasts to Hawaii may run 45-90 days. Reimbursement for car rental in Hawaii is not authorized. Suggest employee drive to Long Beach or Oakland and ship POV from West Coast. Shipping time from the West Coast to Honolulu runs 5-21 days.

b. Provide information requested by the incoming employee and seek advice for those questions that cannot be answered.

c. Accompany the employee to CPOH for in-processing.

(1) Acquaint employee with the surrounding area and facilities.

(2) Introduce the employee to his/her supervisor and chain of command.

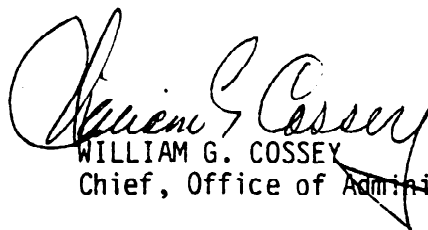
FOR THE COMMANDER:

3 Appendixes

App A - Sponsor Letter

App B - Suggested List for Luggage

App C - Suggested Items for Hold Baggage



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DISTRIBUTION: (List 83-1)

B

1 - POD Reading File

SPONSOR LETTER

(Ofc Symbol)

Dear

Aloha! Congratulations on your assignment to Hawaii and welcome to the Pacific Ocean Division.

I am your sponsor and am available to assist you in any way possible. For me to best help you, you must maintain contact with me and inform me of any changes in your travel plans. I will meet you at the airport when you arrive and if you so desire take you to your hotel. Please write to me as soon as possible with the following information:

- a. Date you will arrive in Hawaii.
- b. Accurate flight information (i.e., the airline, flight number, departure location, arrival time, etc.).
- c. The number of members in your family and the ages of your children.
- d. Whether one car will be enough to hold all your luggage upon arrival at the airport.
- e. A telephone number where you can be reached prior to boarding until you get on the plane bound for Hawaii.

I have enclosed some information sheets which will answer many of your questions.

Rental housing may be somewhat difficult to find; however, I will assist you as much as possible in your housing search. To give you an idea on prices, I have enclosed the classified ads section from a local newspaper. You should be aware that the cost of living in Hawaii is high, especially for housing and food items. The current ____% cost of living allowance is intended to help defray the high cost of living here in Hawaii.

If you desire, I will make reservations at a hotel for your first one to two weeks here in Hawaii. To do so I will need the name, account number, and expiration date of a major credit card of yours.

You should also know that your pets, if you have any, must be quarantined for 120 days upon their arrival in Hawaii. Approximate total cost for a dog is \$466 and a cat is \$412. This expense must be paid by you and is not a reimbursable expense.

Please note that in Hawaii children 3 years and below are required to ride in a federally approved car seat. You should check with the airlines to see if they'll permit you to hand-carry a child's car seat aboard the plane. This may save you from purchasing a new one or renting one after you arrive.

One other thing--rust on automobiles is a big problem in Hawaii because of the salt air from the ocean. You may want to consider rustproofing your car before shipping it or immediately upon its arrival in Hawaii.

Again, I will pick you up at the airport when you arrive. I look forward to meeting you and your family. Please write or call me as soon as possible. My address and telephone numbers are:

NAME _____
ADDRESS _____
HOME PHONE _____
DUTY PHONE _____
AUTOVON _____
FTS _____

Appendix B

SUGGESTED LIST FOR LUGGAGE

YOU MAY HAVE TO LIVE SEVERAL WEEKS WITH THE CONTENTS OF YOUR SUITCASES

1. Important documents and papers (carry on the plane if possible)
2. Medical and shot records
3. Medications needed everyday (carry on the plane)
4. School records, report cards
5. Raincoat, umbrella (have handy on plane, especially in winter)
6. Sweaters, jackets (for all members of family)
7. Clothing needed until hold baggage arrives (easy to launder)
8. Towel and washcloth per person
9. Toilet articles
10. Sewing kit
11. Comfortable walking shoes
12. Toys or games for children
13. Handwork or book
14. Hand hair dryers and curling irons
15. Travel alarm clock
16. Bathing suits

SUGGESTED ITEMS FOR HOLD BAGGAGE

THESE ARE ITEMS THAT ARE SHIPPED BY AIR BEFORE YOU LEAVE YOUR PRESENT POST AND SHOULD ARRIVE AT YOUR NEW POST AT ABOUT THE SAME TIME YOU DO

1. Radio
2. Iron
3. Set of dishes, flatware, glasses
4. Pots, pans, skillet, baking pans, pie pans, strainer or colander, measuring cups
5. Electric skillet (if you have one), toaster, hand mixer, coffee pot
6. One each: Spatula, paring knife, large spoon, carving knife, manual can opener, bottle opener, vegetable peeler
7. Sheets, blankets, mattress covers, pillows, and bedspreads
8. Towels, washcloths (at least a week's supply). You may have to use a laundromat, dishcloths, dish towels, bathmat set
9. All extra clothing (raincoat and umbrellas, if not in luggage)
10. A few toys and books for children and something to keep busy with while in temporary quarters (needlework, books, embroidery, etc.)
11. Child restraint seats

EXTRAS

1. Sewing machine
2. TV (small, portable)
3. Fan (any type)
4. Portable crib or playpen